



**Because We Care, LLC**  
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**A Behavioral Treatment Agency**

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**Qualified Behavioral Associate & Basic Skills Training Professional  
Contracted Position ~ QBA-BST Professional**

**CONTRACTED POSITION:**..... QBA-BST Professional  
**SALARY:** .....\$ 10-\$14  
**HOURS:** .....10 - 40 hours a week  
**DAYS AVAILABLE:** .....Sunday thru Saturday (varies)

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**QUALIFICATIONS:**

Qualified Behavioral Associate (QBA), operating within the scope of their practice under state law, will function as a Basic Skills Training professional. The QBA-BST professional must have the specific education (GED or High School Diploma), experience, training, credentials, and licensure to assist in managing a participant’s mental and behavioral health services. QBA-BST professional must be cognitive of the fact that the mental and/or behavioral health services provided must be medically necessary and clinically appropriate. The Clinical Director assumes professional responsibility for the mental and/or behavioral health services provided. The Clinical Director and Management will supervise the clinical work of the QBA-BST professional.

**POSITION SPECIFIC KNOWLEDGE:**

Principles and practices of social work; computer applications related to the work; business arithmetic; standard office practices and procedures, including filing and the operation of standard office equipment; record keeping principles and practices; speak and communicate in correct business English, including spelling, speech, grammar and punctuation; techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone, often where relations may be strained; basic crisis intervention and counseling techniques; basic community resources and programs available to clients with identified needs; basic laws, codes and regulations related to the work.

**POSITION SPECIFIC SKILLS:**

Interpreting, applying and explaining applicable laws, codes and regulations; making accurate arithmetic calculations; preparing clear and concise reports, correspondence and other written materials; understanding and following oral and written directions; contributing effectively to the accomplishment of team or work unit goals, objectives and activities; establishing and maintaining effective working

relationships with those contacted in the course of the work; speaking English effectively to communicate in person or over the telephone. Analyzing, interpreting and applying complex laws, codes, regulations and procedures; assessing cases appropriately and utilizing the most appropriate community and welfare resources to provide effective client services; using initiative and independent judgment within established procedural guidelines; organizing own work, setting priorities and meeting critical deadlines.



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**DUTIES:**

- Conducts interviews with clients, family members, service providers, employers and other to obtain information for formulating program/service eligibility and case status.
- Identifies social, economic and physical needs of clients; assesses client's support systems, available community resources and other factors to plan, develop, and implement an appropriate service plan.
- Utilizes agency guidelines, state, and federal regulations to determine/confirm eligibility for programs and services.
- Refers clients to appropriate community medical, emotional, economic and social support organizations; advocates for or assists the client in obtaining such services.
- Provides basic intervention and client and family counseling as required.
- Prepares complete and accurate case notes; writes correspondence, reports and other written materials; may prepare statistical reports and summaries.
- Explains agency and program rules, regulations and procedures; assists clients in completing required forms and in gathering necessary documentation.
- Confers with other colleagues and supervisors regarding cases and scheduling and to coordinate activities; participates in in-service training.
- Contributes to the efficiency and effectiveness of the agencies service to its clients by offering suggestions, and directing or participating as an active member of a work team.
- Reports to the Intake Coordinator.

**SPECIFIC DUTIES:**

- ❖ To provide case-management and treatment services to clients.
- ❖ Help the resident through the grieving and adjustment process that accompanies removal from his/her own home and placement.
- ❖ Help the resident maintain a realistic relationship with his/her family through cooperation with visitation plans and active consideration to his/her feelings.
- ❖ Ensure that residents eat, dress appropriate, and complete daily hygiene, therapeutic treatment, chores.
- ❖ Assist in creating daily agenda.
- ❖ Document the daily treatment progress of a client and submit progress notes to the Program Coordinator by no later than the following Monday of every week.
- ❖ Assist in creating and implement 30 Day Review
- ❖ Develop curriculums and implement male and female responsibility training for residents on a weekly basis.
- ❖ Follow-up on school attendance, monitor progress, note special needs and accomplishments.
- ❖ Assist the resident in preparing to return home or being moved to an adoptive home.



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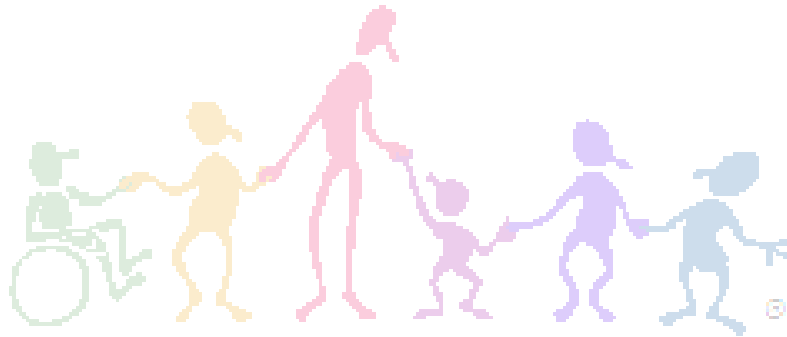
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- ❖ Provide transportation to recreational and enrichment activities that will promote the healthy development of the resident.
- ❖ Aid in Program Evaluation.
- ❖ Work as a team player
- ❖ Any other future duties identified by the Executive Director.



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